

MEETING MINUTES
Regular Meeting of the Board of Directors
17 September 2024

According to Article XI, Section I of the Cheshire Forest Homeowners Association By-Laws, a regular meeting of the Board was held on Tuesday, September 17, 2024, at 500 Cheshire Forest Drive, Chesapeake, VA 23322.

The President, Mrs. Karol, opened the meeting at 6:15 p.m. Mrs. Monnikendam, Vice President; Mrs. McKlveen Secretary; Mr. Heinecke, Treasurer; and Director Mr. Orbison were in attendance constituting a quorum.

Board members absent: Mr. Granata, Mr. Merritt

United Property Associates: Represented by Jennifer Jacobsen

Mrs. Karol motioned for the Board to move into an Executive Session to discuss Compliance Violations, the Delinquency Report, and Contracts. The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

The Open Session was reconvened at 7:05 pm.

Business brought out of executive session: none.

Mrs. Karol moved to approve the August 20, 2024; Minutes of The Regular Meeting of the Board of Directors as written; The motion was seconded by Mrs. Monnikendam and unanimously approved by all board members present.

Mrs. Karol moved that the agenda be adopted as written. The motion was seconded by Mr. Heinecke and unanimously approved by all board members present.

Member forum: 2 members present

Committee Reports:

Architectural Committee: A spreadsheet detailing ACC requests was sent to all board members.

Communications Committee: A meeting with CINC Web Access implementation engineers to discuss membership data was requested. UPA to facilitate. The Newsletter will be published in the next week.

Landscaping Committee:

Mrs. Karol motioned to pay the invoice submitted from Blythe well and Septic in the amount of one thousand eight hundred and eleven dollars and eighty cents (\$1811.80) for the new well irrigation pump as written. The motion was seconded by Mrs. McKlveen and unanimously approved by all board members present. (Appendix A).

Mrs. Karol motioned to accept the proposal submitted by Newell Lawn and Landscaping for replacement landscaping in the amount of seven thousand and thirty three dollars (\$7033) as written. The motion was seconded by Mrs. McKlveen and unanimously approved by all board members present. (Appendix B)

Yard of the Month – The winner was selected and notified. Winner will be published in the upcoming newsletter.

Nominating committee: The annual meeting is set for November 19th at 7pm at the clubhouse.

Pool committee: The pool has been closed for the season. A pool pass system will be implemented before the next season.

Tennis court committee: It was reported that the tennis court gate is broken. UPA to arrange repairs.

Social committee: Dates for upcoming events will be published in the newsletter.

Swim team: An end of year budgeting meeting has been requested.

Clubhouse committee: Members will be invited to participate.

Financial Report: The report provided to the Board by Mrs. Jacobsen was reviewed.

Managers' Report: The report provided to the Board by Mrs. Jacobsen was reviewed.

Operating Schedule: Was reviewed

With the agenda completed, the meeting was adjourned at 10:10 pm.

A Special Meeting of the Board to discuss the 2025 Budget is scheduled for Friday October 4th at 1pm.

A Special Meeting of the Board to discuss the 2025 Budget is scheduled for Monday October 7th at 5pm.

The next regular board meeting is scheduled for Tuesday, September 17, 2024.



Jane McKlveen, Secretary



Erin Karol, President

Appendix A – Blythe Well and Septic Irrigation pump invoice



757-562-5723

Blythe Well and Septic

Cheshire Forest Circle 500
 Cheshire Forest Dr 500 Bob Granata
 Chesapeake, VA 23322

(757) 647-4003
 Jjacobsen@uniteddpropertyassociates.com

JOB	#20240052
INVOICE	#1726
SERVICE DATE	Sep 17, 2024
PAYMENT TERMS	Upon receipt
DUE DATE	Sep 17, 2024
AMOUNT DUE	\$1,811.80

CONTACT US
 412 Dorchester Ct
 Chesapeake, VA 23322

(757) 562-5723
 blythewellcompany@yahoo.com

Service completed by: Trip Outland, Service Tech

INVOICE

Services	qty
Well Labor -	4.0
Materials	qty
1/2 hp Pump 10 gpm- 3 year warranty	1.0
Other Well Materials - Submerisable wire, rope fittings, drop pipe	65.0

Subtotal	\$1,750.00
Total Tax	\$61.80
VA Tax Rate (6%)	\$61.80
Job Total	\$1,811.80
Amount Due	\$1,811.80

*Crim M. Grant
 September 17, 2024*



4" 3200 SERIES PUMPS

The 3200 Series submersible pumps are designed so that all parts of the pump end, including the cable guard, fall within the diameter of Franklin Electric's industry leading submersible 4" motor. This reduced diameter pump end makes it ideal for installations where the well is considered encrusted or tight in comparison to a standard 4" well. The 3200 Series also offers a hydraulic stage design optimized for greater water and pressure output when installed at deeper well depths. For details on how to become a registered dealer and receive a 5-year warranty, contact your local distributor.

FEATURES

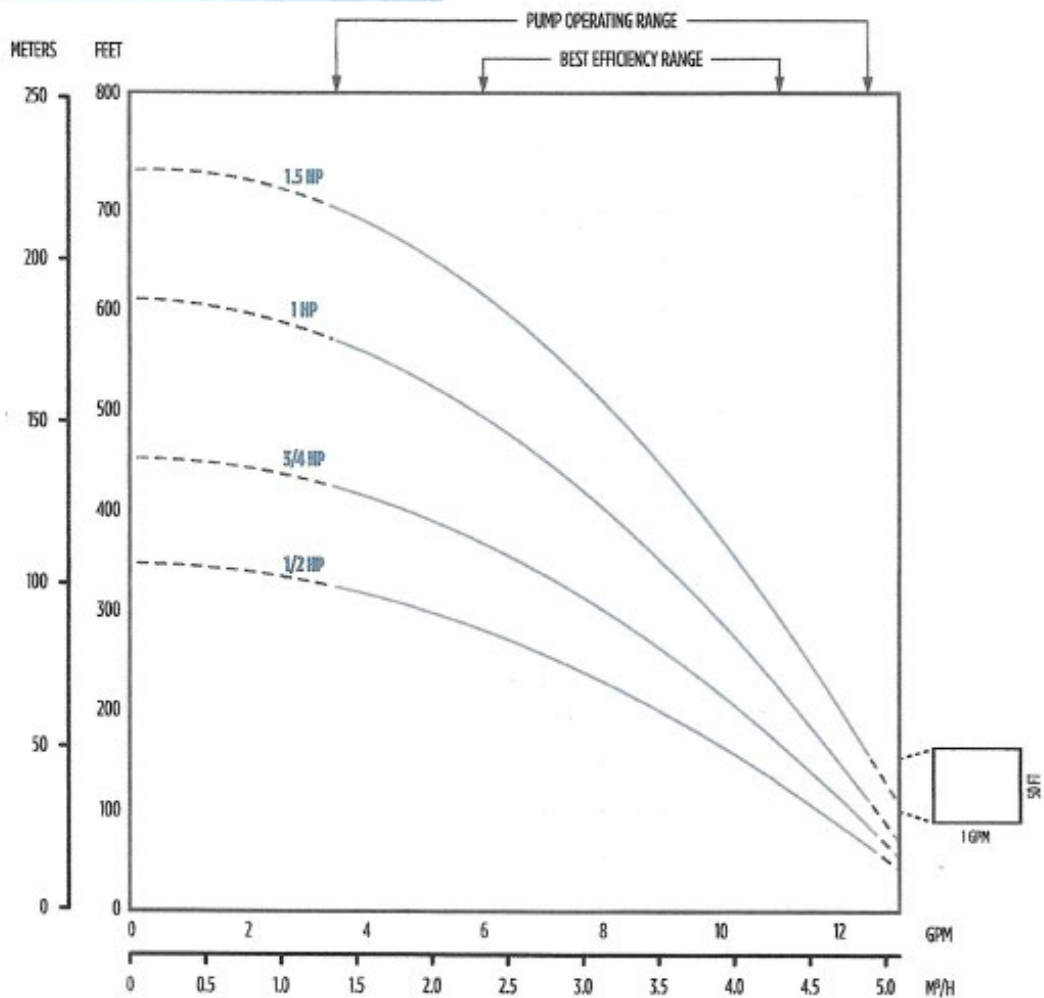
- Pump diameter is smaller than a standard 4" submersible for easier installation in reduced diameter 4" wells
- Hex rubber bearing and ceramic shaft sleeve allows sand and abrasives to pass through, virtually eliminating shaft wear and upper bearing failures
- Improved hydraulic performance for deeper set depths at all horsepower and flow ratings
 - Floating stage design allows for maximum efficiency while minimizing the downthrust load that is transferred to the motor
 - Advanced thermoplastic diffuser and disc with 300 Series stainless steel thrust and eye seal protection for durability and abrasion resistance
 - Scalloped impellers provide high performance to increase pressure output while reducing system losses from friction
- Removable spring-loaded check valve
- Stainless steel pump intake screen and stainless steel cable guard
- Maximum water temperature: 120 °F/49 °C
- Powered by corrosion-resistant Franklin Electric submersible 4" motor with lightning protection
- NSF/ANSI 61 Certified





4" 3200 SERIES PUMPS - 10 GPM

PERFORMANCE



NEWELL LAWN AND LANDSCAPE

600 Fryar Place
Chesapeake, VA 23322

Ryan Newell, President
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Phone: 757/482-0678
Cell: 757/717-3980
Fax: 757/482-9721

September 11, 2024

Cheshire Forest HOA
Attn: Bob Granata

Ref: New Bushes

Demo All (30) Existing Dead Holly Bushes & Roots	\$3,450.00
Haul Away Debris	\$ 495.00
Install 30 New Soft Touch Holly's (3 gal) & 2 Knockout Roses	\$2,800.00
Supplies & Delivery Fee for Plants	<u>\$ 288.00</u>
Total	\$7,033.00

Thanks
Ryan Newell

Erin M. Kary
September 17 2024